

## PROPOSAL CHECKLIST

### **BEFORE SUBMITTING A PROPOSAL, OFFERORS ARE ENCOURAGED TO READ ALL SOLICITATION CLAUSES CLOSELY.**

- The current Refresh will expire 30 Days after the publish date of the next one. Offerors should check Fed Biz Ops (<http://www.fbo.gov/>) regularly and return a complete and updated proposal to prevent any unnecessary delay.
- Do NOT punch holes in proposals for Multiple Award Schedule (MAS) 78 or submit them in a binder of any sort. Clips or rubber bands are sufficient.

**ALL offerors must complete the following forms, available at <https://www.fbo.gov/>, and submit two copies of them as a contract proposal.**

- ☐ Vendor Response Document
- ☐ Form 1449 (For MAS solicitations, the offeror must only complete blocks 12, 17 & 30)
- ☐ Proposed Discounts (Complete spreadsheet information for those SINs offered)
- ☐ Commercial Sales Practice Format (CSP-1)

**ALL offerors must submit two copies of the following forms with any contract proposal.**

- ☐ Commercial Pricelist/Catalog (two copies of each applicable commercial price list, marked in accordance with clause 552.212-70, Preparation of Offers for the Special Item Numbers (SINs) being offered)
- ☐ Open Ratings (see Past Performance Evaluation file for ordering instructions)
- ☐ Pathways to Success training course completion certificate

**In certain circumstances, the offeror is also required to submit two copies of the following:**

**If the proposal is for SIN 192 06, PACKAGED FITNESS CENTER:**

- ☐ The "PACKAGED FITNESS CENTER SUPPLEMENTAL" document.

**If the offeror is a SERVICE PROVIDER:**

- ☐ The applicable commercial rate sheet or other professional or technical services price list along with Position Descriptions for each service category offered.

**If the offeror is a LARGE BUSINESS:**

- ☐ Small Business Sub Contracting Plan (Sample available at <https://www.fbo.gov/>)

**If the offeror is a DEALER OR NON-MANUFACTURER:**

- ☐ Two copies of each Manufacturers' commercial reseller price list (or the price list from which the offeror purchases the products offered), marked in accordance with clause 552.212-70, Preparation of Offers)
- ☐ Letters of Supply (Sample available at <https://www.fbo.gov/>)
- ☐ Commercial Sales Practice Format (CSP-1) for each manufacturer's price list offered

**The following documents are available at <https://www.fbo.gov/> for your information and SHOULD NOT be submitted, though it is strongly recommended they be retained for your reference.**

Read Me First	Environmental Attributes
Solicitation	Leasing and Rental
Regulations Incorporated by Reference (IBR)	MAS Express Program
Proposal Pricelist Preparation	Proposal Checklist
Past Performance Evaluation	Significant Changes